

# WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

2811 Agriculture Drive, PO Box 8911  
Madison, WI 53708-8911

## PUBLIC RECORDS NOTICE

This notice is posted under s.19.34, Stats., to assist persons who wish to inspect public records kept by the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP).

### TO WHOM REQUESTS MAY BE MADE

The following chart illustrates the general organization of the Department of Agriculture, Trade and Consumer Protection (DATCP). Public records requests may be directed to the records custodian. The Secretary of DATCP, who is the custodian, has delegated authority to act as custodian to the Deputy Secretary and the Division Administrators. Within the Office of the Secretary requests may be made to the Deputy Secretary. Within each division requests may be made to the Administrator of the division. Public record requests may be made orally or in writing (including electronic communication). A requester may ask for copies of records or may ask to inspect records at DATCP offices.

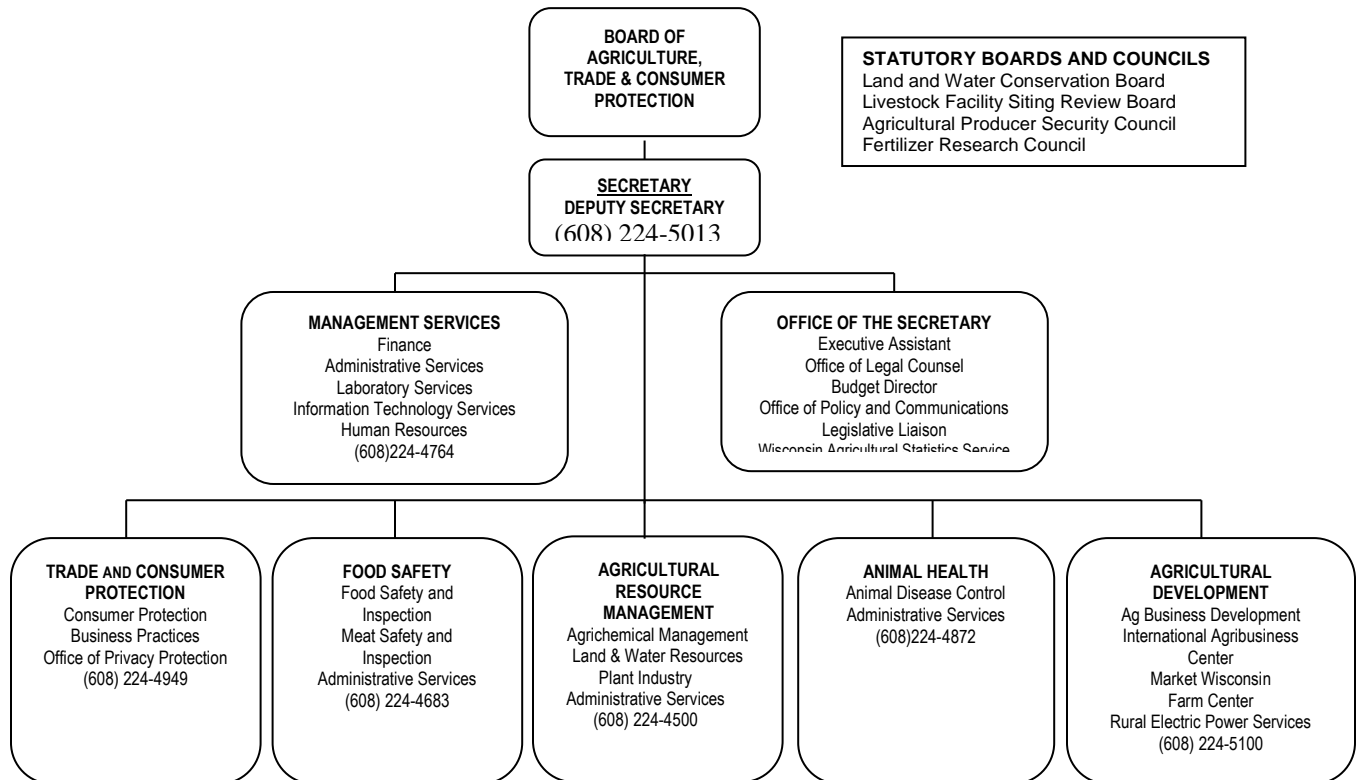
### WHEN RECORDS MAY BE INSPECTED

Public records may be inspected at DATCP offices during normal business hours between 7:45 a.m. and 4:30 p.m.

### COPYING CHARGES

DATCP may charge a fee to any person requesting a copy of a public record. Current fees for photocopying are \$0.25 per impression and \$0.25 per pdf page. An impression or pdf page is defined as one side of a sheet of paper. Charges for other forms of copying or transcription will be the actual and direct cost of duplication. Search fees may be charged if it is necessary to search for the requested record and the cost of the search amounts to \$50 or more per records request. The department may charge actual postage for records mailed to a requestor. If a search to find requested records, requires customized computer programming and processing time the customized computer programming and processing will be charged at a minimum of \$72/hour with a minimum of one hour charged.

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Records of the Land and Water Conservation Board, the Livestock Facility Siting Review Board, and the Fertilizer Research Council are under the custody of the Division of Agricultural Resource Management. Records of the Agricultural Producer Security Council are under the custody of the Division of Trade and Consumer Protection.